

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the April 8, 2010, Executive Committee meeting are included for your review.

Minutes of the February 10, 2010, Executive Committee meeting were approved during the April meeting, but are included here as an information item for other Council members.

Executive Committee

Agenda Item 3.

Expected Action:

The Committee will review, revise as appropriate, and approve.

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
APRIL 8, 2010**

Thursday, April 8, 2010

COMMITTEE MEMBERS PRESENT

Mary Durham, Vice Chair Richard Tisch Susan Vardell
Cindy Johnston

COMMITTEE MEMBERS ABSENT

Brenda Coleman-Beattie, Chair

STAFF MEMBERS PRESENT

Roger Webb, Cynthia Ellison Angela Lello
 Executive Director Sonya Hosey Koren Vogel
Martha Cantu Wendy Jones
Joanna Cordry Patrice LeBlanc

COUNCIL MEMBER PRESENT

Kristen Cox

GUESTS PRESENT

Ron Hicks, Knowbility, Inc. Sharon Rush, Knowbility, Inc.

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities met on April 8, 2010, in the Bluebonnet Room at the Marriott Austin South Hotel, 4415 South IH-35, Austin, TX 78744. Council Vice-Chair Mary Durham called the meeting to order at 9:31 AM and indicated that Council Chair Brenda Coleman-Beattie is tending to family medical matters and is not able to attend this meeting.

1. INTRODUCTION

Committee members, staff and guests were introduced.

2. PUBLIC COMMENTS

No public comments were offered.

3. APPROVAL OF MINUTES

The Committee reviewed the minutes from the February 10, 2010, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the February 10, 2010, Executive Committee meeting as presented.

MADE BY: Rick Tisch

SECOND: Mary Durham

The motion **passed** unanimously.

4. **The Riot! SELF-ADVOCATE LEADERSHIP NETWORK E-NEWSLETTER**

Executive Director Webb discussed with Committee members *The Riot!*, an e-newsletter written by and for self-advocates that is now available free on the internet. Webb noted that *The Riot!* receives financial support from various individuals and organizations to help with the costs of the publication. Committee members discussed the benefits of the newsletter for people with disabilities and agreed that support from TCDD would be beneficial.

MOTION: To provide a contribution of \$500 toward the publication of *The Riot!*.

MADE BY: Rick Tisch

SECOND: Susan Vardell

The motion **passed** unanimously.

5. **OVERVIEW OF GRANTS MONITORING PROCESS**

Grants Management Director Patrice LeBlanc provided an overview of the grants monitoring process and discussed how a grant project begins with varied ideas discussed by the Project Development Committee. The Committee may ask the Planning Coordinator to develop the idea into a possible grant project. Those projects approved by the Council for funding are then monitored by grants staff through the life of the project. Members discussed and clarified the funding process. Members also suggested adding information to the overview to reflect the involvement of public policy and public information staff in planning or monitoring of projects.

6. **CONSIDERATION OF TERMINATION OF GRANT FUNDING**

Committee members discussed the Knowbility, Inc. *Accessworks* employment project. Durham reviewed some of the concerns about the project from previous discussion of the Executive Committee and noted that the Committee carefully considered proposed changes in the scope of the project when considering the continuation award for the final year of the project last May. At that time, the Committee asked TCDD staff to provide quarterly updates on the project's progress. During the February 2010 Committee meeting, members were concerned about the progress of the project this year and requested staff to advise Knowbility, Inc., of the Committee's intent to consider terminating grant funding during the Committee's April meeting, with June 30, 2010 as a proposed termination date. Notice was sent to the grantee of the Committee's intent consistent with TCDD Policies. Knowbility, Inc. requested on March 2, 2010, that the Committee reconsider its intent to terminate funding.

Members reviewed the material provided by staff including correspondence between TCDD and Knowbility, Inc., a letter of support from the City of Austin ADA Coordinator, a summary of the expected outcomes of the project, and Council Policies regarding termination of grant funds.

Sharon Rush and Ron Hicks of Knowbility, Inc. provided information on the progress of pending contracts with private companies and agencies. Knowbility recently received notification from the Texas Department of Information Resources (DIR) that DIR is beginning negotiations for a contract that will allow Knowbility to be a certified vendor eligible to provide services to other state agencies. Hicks clarified that the project currently has employed thirteen (13) people with disabilities including four (4) full-time staff with benefits and nine (9) individuals who work remotely at an hourly rate. Committee members agreed they are comfortable with the progress now reported by Knowbility.

MOTION: To allow the Knowbility, Inc. *Accessworks* employment project to continue to the originally scheduled end-date of August 31, 2010.

MADE BY: Rick Tisch

SECOND: Susan Vardell

The motion **passed** unanimously.

Committee members discussed various aspects of TCDD grant funding procedures and agreed that it is important for Council grant decisions to be based on best practices. Members also discussed various aspects of grants procedures and how grantees are made aware of those expectations. Grants Management Director LeBlanc indicated that TCDD grants procedures are reviewed with grantees at various times including new grantee orientation, onsite monitoring visits and other times. The Committee asked staff to review various items and offer suggestions for consideration by the Council at a future meeting concerning the number of years an organization can receive TCDD funds given the expectation in federal law that projects generally are "time-limited", and how to address the Council's interest in increasing match in later years from projects where appropriate.

7. CONSIDERATION OF CONTINUATION GRANT AWARDS

The Executive Committee reviewed and discussed executive summaries for twelve continuation awards for current projects that are eligible for at least one more year of funding. (Attachment 1) A summary of the risk assessment for each project was also provided for review. LeBlanc provided information and answered questions regarding each project.

MOTION: To approve continuation funding of up to \$74,997 to the Arc of Greater Tarrant County for the third and final year of their Local Advocacy Training project.

MADE BY: Susan Vardell

SECOND: Cindy Johnston

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$75,000 to the Arc of Texas for the third and final year of their Specialized Advocacy Training project.

MADE BY: Susan Vardell

SECOND: Rick Tisch

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$75,000 to Brighton School for the third and final year of their Basic Local Advocacy Training project.

MADE BY: Susan Vardell

SECOND: Rick Tisch

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$75,000 to Family to Family for the second of a three year Basic Local Advocacy Training project.

MADE BY: Rick Tisch

SECOND: Susan Vardell

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$17,375 to Goodwill Industries of Central East Texas for the fifth and final year of their Youth Leadership and Advocacy project.

MADE BY: Rick Tisch

SECOND: Cindy Johnston

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$75,000 to NAMI-Texas for the third and final year of their Specialized Advocacy Training project.

MADE BY: Susan Vardell

SECOND: Rick Tisch

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$100,000 to Parents Anonymous for the third and final year of their Statewide Advocacy Network project.

MADE BY: Rick Tisch

SECOND: Susan Vardell

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$120,000 to the Region 17 Education Service Center for the third of a five year Positive Behavior Support - HeadStart project.

MADE BY: Cindy Johnston

SECOND: Susan Vardell

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$115,000 to the Region 17 Education Service Center for the third of a five year Positive Behavior Support - Impacting Disproportionality project.

MADE BY: Cindy Johnston

SECOND: Rick Tisch

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$50,000 to the Region 19 Education Service Center for the fifth and final year of their Youth Leadership and Advocacy project.

MADE BY: Cindy Johnston

SECOND: Susan Vardell

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$199,990 to Texas Tech University for year four of a five year Teacher's Preparation for Inclusive Education project.

MADE BY: Cindy Johnston

SECOND: Rick Tisch

The motion **passed** unanimously.

MOTION: To approve continuation funding of up to \$125,000 to VSA Arts of Texas for year four of a five year ArtWorks: Creative Industries self-employment project.

MADE BY: Cindy Johnston

SECOND: Rick Tisch

The motion **passed** unanimously.

8. FUTURE PUBLIC POLICY COLLABORATION ACTIVITIES

Planning Coordinator Joanna Cordry reviewed with members a draft executive summary for a Request for Proposals (RFP) for future TCDD public policy collaboration activities based on Council action at the February Council and Committee meetings. (Attachment 2) Committee members provided input for revisions and agreed that a final draft document should be provided to the Committee of the Whole at the May meeting for further action.

9. STATE PLAN DEVELOPMENT PROCESS

Cordry discussed the federal requirement for Councils to develop a new state plan for fiscal years 2012 – 2016. She noted that past TCDD state plans have been a portfolio of various goals and objectives that encompass all activities of the Council. Cordry noted that other DD Councils have moved to a state plan model that is more strategic in nature, focusing on fewer and more targeted issue areas. Members discussed the merits to both types of plans and agreed it should be further discussed during the May meetings. Cordry also discussed strategies for obtaining public input and presented a timeline for the development of the next state plan.

10. REVISIONS TO TRAVEL PROCEDURES

Webb reviewed proposed revisions to Council member travel procedures to clarify items concerning reimbursement for respite care that were noted during the February meeting.

MOTION: To approve revisions to Council member travel reimbursement procedures as presented.

MADE BY: Rick Tisch

SECOND: Susan Vardell

The motion **passed** unanimously. (Attachment 3)

11. EXECUTIVE DIRECTOR REPORT

Webb discussed activities for the 2010 TCDD Biennial Disability Report and indicated that a Memorandum of Understanding (MOU) will be developed between TCDD and the Department of Aging and Disability Services (DADS) to allow TCDD, in coordination with the University of Texas Organizational Excellence Group, to survey a sample of individuals on the waiting lists for Medicaid Waiver services. Members provided input on survey questions.

Webb also noted that a second MOU with DADS is being developed regarding the volunteer advocate assisted decision-making pilot project (alternatives to guardianship).

Webb reported that no applications were received for the recent RFP on inclusive higher education. Cordry indicated that she has heard from some entities that the amount of funding was not adequate for the required outcomes. This project idea will be reviewed with the Project Development Committee in May.

Webb noted that TCDD grants management staff are reviewing a request for a no-cost extension for the Disability Policy Consortium project that would use unexpended funds from the previous budget period to support some project activities for an additional two months.

Staff will review with the Committee in May proposed revisions to procedures for reviewing unsolicited requests for extensions of existing projects.

TCDD staff participated in the Employee Excellence survey in December. Webb noted that three half-day staff development workshops (one per month in April-June) are planned for staff to discuss some areas noted in those responses.

ADJOURN

Vice-Chair Durham adjourned the Executive Committee meeting at 3:16 PM.

Roger A. Webb
Secretary to the Council

Date

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: A

Grantee: The Arc of Greater Tarrant County
Project Title: Local Advocacy Training Project
Project Location: Ft. Worth
TCDD RFP Intent:

Year: 3 of 3

The intent of the project is to train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding of up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1 - 2:

Goal: To train, organize, and provide ongoing support to 100 individuals with disabilities, family members, and advocates who represent various cultural and linguistic backgrounds to actively participate on the local level in leadership, self-advocacy and public policy advocacy activities; develop a team of people who will educate local officials and leaders to create change leading to disability friendly laws, rules and policies; and change the image of disabilities in the community through public education, enhanced awareness and proactive advocacy.

Accomplishments per goal: The project trained 237 people in leadership and self-determination principles with graduate follow-up classes on Election Prep, Census 101 and Internet Safety. Participants contributed in advocacy opportunities by meeting face-to-face and writing letters to policymakers; and attending town hall meetings (Dept of Labor and Healthcare). Marketing and outreach consists of 210 fans on Facebook and over 301 followers on Twitter; and 20 city, county, and state legislators as followers; commitment from the Ft. Worth City Councilwoman; and 10 area churches/faith-based organizations participating in online outreach.

Proposed Goals and Objectives for Year 3:**Goal:** Same as above

Objectives: 1) Obtain/maintain commitments from churches, schools, agencies, or colleges for use of space, marketing support, administrative resources, materials, personnel, funding and related needs; 2) Determine the schedule for activities; 3) Enroll trainees, initiate training, and identify key participants; and 4) Perform assessments and measurement activities to determine achievements and challenges.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary

		Federal	Match	Totals
Amount expended in year 1 (based on 9 months)		\$55,598	\$34,957	\$90,555
Amount expended in year 2 (Based on 9 months)		\$34,406	\$22,042	\$56,448
Amount requested for next year budget:				
I. Personnel services		72,997	14,204	87,201
II. Travel		900	2500	3400
III. Purchased services (n/a)		0	7300	7300
IV. Property/Materials		500	850	1350
V. Rental/Leasing		0	18,000	18,000
VI. Utilities		600	2400	3000
VII. Other				
Budget period totals		\$ 74,997	\$45,254	\$120,251

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: B

Grantee: Arc of Texas

Year: 3 of 3

Project Title: Specialized Advocacy Training

Project Location: El Paso, Houston, and Brownsville

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding of up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1 - 2:

Goal: Evolve traditional disability advocacy strategies to match modern political circumstances.

Accomplishments per goal: Trained 203 people in in-depth advanced systems advocacy training, community organizing, and coalition building in 3 communities (e.g., Brownsville, El Paso and Houston). The El Paso coalition has been successful advocating to the City Council for increased funding for accessible and affordable housing. The project has implemented the "Getting to the Heart of the Matter" project to build sustainable relationships between legislators and constituents; which is designed to assist policymakers with an authentic opportunity to understand the challenges and strengths of people living with disabilities. The project has built collaboration with parents, special education teachers, local and statewide disability organizations, 35 local chapters of the Arc and non-disability organizations (e.g., Family-to-Family, UCP of Texas, Parent to Parent, Red River Down Syndrome Society, Camp for All, TX Freedom Network, Texans Care for Children, Texas Appleseed, ESC, and Safe Place).

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: 1) Continue training advocates in basic systems advocacy in El Paso, Houston and Brownsville; 2) Recruit and train 30-40 individuals to participate in Advanced Systems Advocacy Training and in Local Advocacy Collaboration; 3) Establish Local Advocacy Collaborations (LACs); and, 4) Educate policymakers and constituents.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in 9 month budget period	\$56,251	\$11,934	\$68,185
Amount expended in year 2 (based on 7 months)	\$34,014	\$4,648	\$38,662
Amount requested for next year budget:			
I. Personnel services	45,534	10,067	55,601
II. Travel	5165	3600	8765
III. Purchased services (\$16,875 consultant)	21,451	1200	22,651
IV. Property/Materials	450	0	450
V. Rental/Leasing	0	1800	1800
VI. Utilities	2400	0	2400
VII. Other	0	0	0
Budget period totals	\$75,000	\$16,667	\$91,667

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: C

Grantee: Brighton School, Inc

Year: 3 of 3

Project Title: Basic Local Advocacy Training Project

Project Location: Bexar, Comal, Bandera, Kendall and Guadalupe counties

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding of up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1 - 2:

Goal: To improve the quality of life for children with developmental delays and disabilities from birth to age 22 by empowering parents, young adults with disabilities and community members with the knowledge and tools to support and advocate in the community in which they live.

Accomplishments per goal: The project trained 459 people on the Building Bridges Curriculum (e.g., General ARD and IDEA advocacy); 73 young adults (ages 15-22) with disabilities in self-advocacy; 79 professionals and community members in general advocacy; and 37 parents of children with disabilities received hands-on ARD support. The project has partnered with Any Baby Can's Autism program, North East ISD, North Side ISD, and San Antonio's Autism Community Network; which resulted in additional trainings, individualized support, ARD Clinics, and an increase of families who have children with Autism Spectrum Disorders.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: Provide advocacy education to 200 parents; hands-on small group and one-one support for 60 families; 52 community members, and 60 young adults with disabilities.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary				
		Federal	Match	Totals
Amount expended in 9 month budget period		\$54,945	\$73,343	\$128,288
Amount expended in year 2 (based on 9 months)		\$55,962	\$100,000	\$155,962
Amount requested for next year budget:				
I. Personnel services		51,204	73,686	124,890
II. Travel		2786	4008	6794
III. Purchased services (\$12,521 consultant)		16,174	19,520	35,694
IV. Property/Materials		1106	1590	2696
V. Rental/Leasing		1762	2537	4299
VI. Utilities		1968	2832	4800
VII. Other		0	0	0
Budget period totals	\$	\$75,000	\$104,173	\$179,173

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: D

Grantee: Family to Family Network

Year: 2 of 3

Project Title: Basic Local Advocacy Training Project

Project Location: Houston

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1:

Goal: At least 100 adults with disabilities, family members of people with disabilities, and interested community members will learn about the philosophies and values of the TCDD in order to develop advocacy skills necessary to make personal contacts for the purpose of self and/or public policy advocacy.

Accomplishments per goal: The project trained 163 people on Inclusive Education, Independent Living, Employment, Basic Advocacy, and People First Language; and highlighted the importance of networking and building/maintaining relationships. As a result of training, participants reported over 900 hours of self-advocacy and public policy advocacy. The project scheduled one Spanish Advocacy Training event for April 2010.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: 1) Coordinate advisory committee; 2) determine locations and dates for 3- 4 training sessions; 3) coordinator, organize, and facilitate 4 monthly full-day presentations; 4) conduct project evaluation; and 5) secure funding to sustain program.

Council Considerations: No staff concerns; Council to consider funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 8 months)	\$43,949	\$14,905	\$58,854
Amount requested for next year budget:			
I. Personnel services	47,153	10,058	57,211
II. Travel	1000	1000	2000
III. Purchased services (\$12,000 consultant)	21,390	12,560	33,950
IV. Property/Materials	2357	382	2739
V. Rental/Leasing	1900	1000	2900
VI. Utilities	1200	0	1200
VII. Other	0	0	0
Budget period totals	\$ 75,000	\$25,000	\$100,000

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: E

Grantee: Goodwill Industries of Central East Texas
Project Title: Youth Leadership and Advocacy Projects
Project Location: Lufkin, TX

Year: 5 of 5

TCDD RFP Intent:

To establish a statewide system of youth leadership and advocacy training with up to 5 local/regional and one state-level training project for youth leadership development. Each local/regional youth leadership project will select and train up to 60 youth for training events each year. TCDD has approved funding of up to \$50,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1- 4:

Goal: This project will establish a youth leadership and advocacy program in Angelina and Nacogdoches Counties that includes all program components necessary to effectively serve youth with disabilities from diverse backgrounds. To accomplish this goal 60 youth will receive the leadership and advocacy training through five nine-week sessions that include weekly classes, weekly small-group mentoring, one-day of ropes course participation, and a three-day summer training component.

Accomplishments per goal: In the first four years, 178 youth with disabilities have received Youth Leadership Training (YLT) orientation, the 8-component curriculum, small-group mentoring, and the day-long accessible Ropes Course to build leadership and teamwork skills. Two AmeriCorps Members are working with students to provide mentoring and other services. Four students participated in the Youth Leadership Forum in Austin.

Proposed Goals and Objectives for Year 5:

Goal: Provide sustainable services to a diverse group of youth with varying disabilities residing in Angelina and Nacogdoches counties which give them the leadership, advocacy skills, and knowledge they need to effectively advocate for their rights.

Objectives: Recruit, enroll and engage 40 youth with disabilities into YouthWorks! YLT project.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in Year 1 (based on 12 months)*	\$71,367	\$23,715	\$95,082
Amount expended in Year 2 (based on 12 months)	\$50,000	\$19,666	\$69,666
Amount expended in Year 3 (based on 12 months)	\$50,000	\$16,782	\$66,782
Amount expended in Year 4 (based on 8 months)	\$18,975	\$20,892	\$39,867
Amount requested for next year budget:			
I. Personnel services	\$17,375	\$51,009	\$68,384
II. Travel	0	400	400
III. Purchased services (n/a)	0	800	800
IV. Property/Materials	0	0	0
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other	0	0	0
Budget period totals	\$17,375	\$52,209	\$69,584

*TCDD added up to \$25,000 funding in place of the DARS funding originally committed to the program, for up to 1 year only.

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: F

Grantee: NAMI Texas

Year: 3 of 3

Project Title: Specialized Advocacy Training

Project Location: Austin, Houston, Longview, San Antonio, El Paso, and Amarillo

TCDD RFP Intent:

To train, organize, and continue to support individuals with disabilities and advocates on a local level to actively participate in either self-advocacy or public policy advocacy activities. Each project will develop strategies and support a network of individuals who can support each other and work together towards a common goal. Each project will develop partnerships with non-traditional/non-disability organizations in an effort to advocate through broader representation, to encourage constructive communication and collaboration rather than competition for scarce public resources, and to foster long-term sustainability and change. TCDD has approved funding for up to \$75,000 per year for up to 3 years.

Project Goals and Accomplishments for Years 1 - 2:

Goal: Will form a collaborative and partner with non-traditional/non-disability organizations, including those with minorities, to conduct training certifying at least 150 members, their families, and other interested parties to become outspoken leaders in advocacy ensuring changes in policy are made for mental illness at the city, county, and state levels.

Accomplishments per goal: The specialized advocacy training project trained 114 mental health consumers, professionals, and family members using NAMI National Advocacy training entitled NAMI Smarts: Telling Your Story; to become leaders in mental health advocacy efforts. As a result of training efforts individuals made contacts to their state legislators; submitted letters regarding Open Access to Medication and opposing budget cuts to state agencies. The project developed new partnerships with Community Healthcore, St. Joseph's Clubhouse, Longview News-Journal, the Jacksonville group home, and MHMR Consumer Council.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: 1) Build partnerships with non-traditional organizations; 2) Certify participants in NAMI Smarts; 3) Utilize contact sheet to manage contacts; 4) Collect contact information to share with TCDD; 5) Train participants to use web-based resources; and 6) Follow-up with training participants.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 9 months)	\$64,162	\$20,072	\$84,234
Amount expended in year 2 (based on 8 months)	\$52,478	\$17,970	\$70,448
Amount requested for next year budget:			
I. Personnel services	61,300	9723	71,023
II. Travel	6945	3000	9955
III. Purchased services (\$2,125 consultant)	6205	3450	9655
IV. Property/Materials	550	550	1100
V. Rental/Leasing	0	6000	6000
VI. Utilities	0	1800	1800
VII. Other	0	0	0
Budget period totals	\$ 75,000	\$24,523	\$99,523

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: G

Grantee: Parents Anonymous, Inc.
Project Title: Statewide Advocacy Network
Project Location: Claremont, CA. - Statewide

Year: 3 of 3

TCDD RFP Intent:

The project intent is to assist Regional Networks with collaboration and support for each other. The project will be responsible for annually gathering and synthesizing information about the most important needs identified by the Regional Networks and providing TCDD with a report about the Statewide Network's activities. The project will also provide technical assistance to the Regional Networks and to individual advocacy organizations when possible. TCDD has approved funding of up to \$100,000 per year for up to three years.

Project Goals and Accomplishments for Year(s) 1-2:

Goal: To develop and maintain a Statewide Advocacy Network (SAN) to assist Regional Networks in collaborating and supporting each other in their efforts to promote leadership and advocacy and create change in developmental disability systems in Texas.

Accomplishments per goal: There were 3 Regional networks devised for the State in which the project has begun to connect with in an attempt to begin collaborating for change. In addition to the Regional Networks, the project also formed two other subcommittees, Fund Development – to help with sustainability, and Benchmarks of Success – to ensure that the Regional Networks are acquiring the needed technical assistance to provide supports to local organizations regarding disability issues.

Proposed Goals and Objectives for Year 3:

Goal: Same As Above

Objectives: Maintain Benchmarks of Successful Collaboration for Regional and Statewide Advocacy to provide standards for effective collaboration and information sharing to promote change in the developmental disabilities systems; maintain that the SAN consist of 28-32 participants from local organizations within the 3 Regional Networks; show that at least 85% of SAN members report a significant increase in knowledge and skills to further their effectiveness; and provide technical assistance to the Regional Networks;

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (based on 9 months)	\$75,000	\$24,712	\$99,712
Amount expended in year 2 (based on 9 months)	\$73,808	\$22,253	\$97,061
Amount requested for next year budget:			
I. Personnel services	67,589	0	67,589
II. Travel	3535	0	3535
III. Purchased services (n/a)	4800	32,424	37,224
IV. Property/Materials	5302	0	5302
V. Rental/Leasing	6224	1227	7451
VI. Utilities	3460	0	3460
VII. Other (Indirect Costs)	9090	0	9090
Budget period totals	\$100,000	\$33,651	\$133,651

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: H

Grantee: Region 17 Education Service Center
Project Title: Positive Behavior Support (PBS) Head Start
Project Location: Lubbock

Year: 3 of 5

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 4, Objective 1 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand current PBS strategies to staff employed by Head Start programs, early childhood settings, child care settings and pre-school settings. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for 5 years, however the Council directed TCDD staff to attempt to negotiate a reduced funding amount for this project. The Executive Committee subsequently approved final funding of up to \$120,000 per year for up to 5 years.

Project Goals and Accomplishments Year(s) 1 - 2:

Goal: Improve behavior intervention skills and knowledge for staff in child care, public school pre-K, ECI Head Start and other settings that serve children with disabilities ages 2 to 5. (The number of students expelled from the above settings will be reduced as a result of the increased intervention skills, training skills and documentation skills)

Accomplishments: The project has developed the training curriculum for the PBS Head Start project, which consists of curricula from "Promoting and Developing Social Emotional Development" and "Incredible Years." The project provided training to 3 Head Start and Childcare sites in Year 1 and 5 sites in Year 2, which resulted in improved childcare programs/policies at one site.

Proposed Goals and Objectives for Year 3:

Goal: Same as above

Objectives: 1) Fewer children will be expelled from settings serving those 2-5 years of age; 2) Staff behavior intervention skills will be increased; 3) Decrease staff turnover rates in child care settings; and, 4) increase social-emotional levels in children 2-5 years of age.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in Year 1 (based on 12 months)	\$121,000	\$21,755	\$142,755
Amount expended in Year 2 (based on 9 months)	\$86,512	\$20,892	\$107,404
Amount requested for next year budget:			
I. Personnel services	55,817	0	55,817
II. Travel	0	0	0
III. Purchased services (\$24,261 consultant)	43,211	6686	49,897
IV. Property/Materials	11,233	0	11,233
V. Rental/Leasing	9739	0	9739
VI. Utilities	0	0	0
VII. Other	0	6647	6647
Budget period totals	\$ 120,000	\$13,333	\$133,333

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: I

Grantee: Region 17 Education Service Center

Year: 3 of 5

Project Title: Positive Behavior Support (PBS) Impacting Disproportionality

Project Location: Lubbock

TCDD RFP Intent:

Submitted to the Project Development Committee in February 2008 as an Unsolicited Proposal for an expansion of an existing project, addressing Goal 3, Objective 2 of the TCDD State Plan.

Region 17 Education Service Center seeks to expand the current PBS project to recruit, train, and support individuals to provide positive behavioral supports to individuals with diverse needs living in communities throughout Texas. This project will expand PBS strategies with special emphasis placed on intervention specifically aimed at impacting disproportionality. TCDD has approved the scope of activities for this project. The proposal has requested up to \$125,000 per year for up to 5 years, however the Council asked TCDD staff to try to negotiate a reduced funding amount for this project.

Project Goals and Accomplishments for Year(s) 1-2:

Goal: Districts and campuses within the Region 17 Education Service Center area will implement research-based strategies that have been shown to reduce the number of disciplinary referrals (rates of suspension and expulsion of greater than 10 days in a school year of children with disabilities by race and ethnicity); establish procedures to monitor at-risk students to prevent escalating disciplinary action and support their success in school; and will increase their skills in the area of cultural competency.

Accomplishments per goal: The project completed the curriculum mapping for PBS training and used the PBS framework and additional strategies from the literature on poverty and cultural proficiency. The project held 27 workshops, with 348 people trained in Year 1. By the third quarter of Year 2, 5100+ people had been trained with six school districts participating.

Proposed Goals and Objectives for Year 3:

Goal: Same as above.

Objectives: 1) Fewer students with disabilities by race and ethnicity will receive suspensions and expulsions of greater than 10 days in a school year; 2) Fewer students with disabilities by race and ethnicity will be suspended or expelled from their educational setting; 3) Fewer student with disabilities by race and ethnicity will receive disciplinary referrals to the office; 4) Staff knowledge of culturally relevant classroom strategies will be increased; and, 5) Staff behavior intervention skills will be increased.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 12 months)	\$109,058	\$21,221	\$130,279
Amount expended in year 2 (based on 9 months)	\$62,959	\$14,763	\$77,722
Amount requested for next year budget:			
I. Personnel services	82,487	0	82,487
II. Travel	1500	0	1500
III. Purchased services (\$12,247 consultant)	13,247	4908	18,155
IV. Property/Materials	5500	1500	7000
V. Rental/Leasing	12,266	0	12,266
VI. Utilities	0	0	0
VII. Other	0	6370	6370
Budget period totals	\$ 115,000	12,778	127,778

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: J

Grantee: Region 19 Education Service Center
Project Title: Youth Leadership and Advocacy Project
Project Location: El Paso, TX.

Year: 5 of 5

TCDD RFP Intent:

To establish a statewide system of youth leadership and advocacy trainings with up to 5 local/regional and one state-level training project for youth leadership development. Each local/regional youth leadership project will select and train up to 60 youth for training events each year. TCDD has approved funding of up to \$50,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 4:

Goal: The project provides year-round leadership and advocacy building activities for students with disabilities; parental engagement activities; follow-up activities; and a comprehensive project evaluation. The project serves the 12 independent school districts and charter schools in the Education Service Center - Region 19 service delivery area of El Paso and Hudspeth counties in far west Texas.

Accomplishments per goal: Youth Leadership weekends were held in the first 4 years of the project. Year 4 a total of 60 youths and their families participated. Student-Led Individual Education Plans and Self-Advocacy training were given each year to delegates and facilitators. Youth delegates are keep involved through social and community events, including fundraising and toy drives for local charities, participating in the annual Border Conference on Special Education and hosting speakers on career and education opportunities.

Proposed Goals and Objectives for Year 5:

Goal: Same As Above

Objectives: Train at least 50 individuals with disabilities in self-advocacy skills with up to 20 developing plans to make improvements or changes in at least 2 aspects of their lives. At least 10 of these individuals will become active in peer and/or community organizations of their choice.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (based on 12 months)	\$48,011	\$8,332	\$56,343
Amount expended in year 2 (based on 12 months)	\$48,320	\$12,028	\$60,348
Amount expended in year 3 (based on 12 months)	\$47,813	\$8,262	\$56,075
Amount expended in year 4 (based on 8 months)	\$32,154	\$3,740	\$35,894
Amount requested for next year budget:			
I. Personnel services	3326	0	3326
II. Travel	1123	1286	2409
III. Purchased services (\$17,530 consultant)	44,214	0	44,214
IV. Property/Materials	1337	500	1837
V. Rental/Leasing	0	4,000	4000
VI. Utilities	0	0	0
VII. Other	0	3372	3372
Budget period totals	\$50,000	\$9,158	\$59,158

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: K

Grantee: Texas Tech University

Year: 4 of 5

Project Title: Teacher's Preparation for Inclusive Education

Project Location: Lubbock

TCDD RFP Intent:

The project intent is for one university in Texas will redesign a teacher preparation program so that everyone in the program receives comprehensive training that enables them to teach an academic subject (or subjects) to all future students in an inclusive classroom. This comprehensive training will include: 1) general education and special education teacher candidates and administrator candidates in standard teacher programs and/or alternative certification program(s), and 2) university instructors. TCDD has approved funding of up to \$200,000 per year for one project for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 3:

Goal: To create a replicable, sustainable teacher education model in which program resources and preparation needs of special and regular education are pooled to increase the number of teachers and school administrators who are skilled in providing positive learning experiences for all students in the least restrictive environments, especially those from diverse cultural backgrounds and with disabilities.

Accomplishments per goal: The project conducted a needs assessment with College of Education students which guided the development of topics for the first five teaching modules. The research and text has been written for Modules 1-7, 4 of which are live on the website. The project has trained 330 faculty members, 222 education consultants, parents, teachers and school administrators and 64 students.

Proposed Goals and Objectives for Year 4:

Goal: Same As Above

Objectives: To build awareness and garner support from the College of Education and Teacher Education Council at Texas Tech University to implement and expand Project IDEAL. Develop teaching modules that promote positive learning experiences in the least restrictive environments for all students. Collaborate with teacher educators in specific content areas to identify potential teaching module topics. Disseminate teaching modules across the state of Texas. Identify audiences for publication and presentation.

Council Considerations: No staff concerns; Council consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 12 months)	\$197,152	\$65,418	\$262,570
Amount expended in year 2 (based on 12 months)	\$199,953	\$66,348	\$266,301
Amount expended in year 3 (based on 4 months)	\$20,753	\$6,886	\$27,639
Amount requested for next year budget:			
I. Personnel services	96,477	0	96,477
II. Travel	34,680	0	34,680
III. Purchased services (n/a)	38,000	0	38,000
IV. Property/Materials	12,652	0	12,652
V. Rental/Leasing	0	0	0
VI. Utilities	0	0	0
VII. Other (Indirect Cost Rate)	18,181	66,360	84,541
Budget period totals	\$ 199,990	\$66,360	\$266,350

**Texas Council for Developmental Disabilities
Executive Committee**

Date: 04/08/10

Review of Proposed Activities & Budget

ITEM: L

Grantee: VSA Arts of Texas
Project Title: Art Works: Creative Industries
Project Location: Statewide

Year: 4 of 5

TCDD RFP Intent:

To fund innovative projects that demonstrate ways of developing and supporting self-employment or income-producing opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. Grantees will demonstrate innovative and strategic approaches to address self-employment related needs that results in documented long-term self-employment for people with developmental disabilities. TCDD has approved funding up to \$125,000 per year for up to five years.

Project Goals and Accomplishments for Year(s) 1 - 3:

Goal: The project goal is to increase competitive employment outcomes through self-employment and the development of micro-enterprises in the arts. Through the utilization of professional partnerships of business, arts, and disability service providers, participants will engage in a variety of training aspects in 3 discrete skills areas: applied and fine arts, marketing and financial management, and social skills/career readiness.

Accomplishments per goal: The project was featured in 3 separate news features on KXAN television and the holiday show was a feature story on KUT public radio station. The project also presented at the National Summit on Careers in the Arts for People with Disabilities which was convened at the National Endowment for the Arts at the John F. Kennedy Center for Performing Arts; and at a statewide task force exploring careers/employment in the arts for individuals with disabilities at the Pennsylvania Association of Rehabilitation Facilities. Exhibits at the gallery have increased and include juried solo and group shows, showcases with theme-based exhibits, and classes for one-on-one mentored students and groups.

Proposed Goals and Objectives for Year 4:

Goal: Create a sustainable apprentice/mentor program and expand critical support services and outreach to emerging artists with developmental disabilities.

Objectives: Formalize apprentice/mentor program in the studio and exhibit space, establish structure for sustainability, and disseminate program model and materials; and provide professional development workshops and technical assistance, increase participation by 15%, and continue sustainability measures.

Council Considerations: No staff concerns; Council to consider continued funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (based on 10 months)	\$100,000	\$35,830	\$135,830
Amount expended in year 2 (based on 12 months)	\$93,773	\$31,263	\$125,036
Amount expended in year 3 (based on 9 months)	\$90,795	\$27,541	\$118,336
Amount requested for next year budget:			
I. Personnel services	86,934	24,916	111,850
II. Travel	1000	0	1000
III. Purchased services (\$16,000 consultant)	35,244	15,100	50,344
IV. Property/Materials	382	500	882
V. Rental/Leasing	0	590	590
VI. Utilities	1440	560	2000
VII. Other	0	0	0
Budget period totals	\$ 125,000	\$41,666	\$166,666

Future Funding Proposal Executive Summary Public Policy Collaboration Activities

Background:

The Texas Council for Developmental Disabilities (TCDD) exists to create change so that all people with developmental disabilities are fully included in their communities and exercise control over their own lives. The Council develops a five year State Plan with goals and objectives that describe, broadly, strategies to achieve this goal, including: providing grants to demonstrate innovative approaches to promoting the full inclusion and authority of people with developmental disabilities over their own lives; providing seed money to develop new community-based programs; working directly and through grantees to improve existing services and supports and to make “generic” community supports more responsive to all people’s needs; funding leadership and advocacy training; disseminating information to the public and legislators; and collaborating with individual advocates and advocacy groups to address public policy issues. A significant portion of TCDD staff activities directly relate to state-level public policy activities: staff work with the Council in developing position statements on key issues that impact people with developmental disabilities, routinely participate and provide input to a number of different policy-related Texas health and human service (hhs), housing, transportation, education, and employment workgroups, as well as to legislators to ensure that they are aware of the impact proposed legislation may have on people with developmental disabilities; and TCDD has provided financial support for disability advocates to collaborate with others around specific issues.

Over the last year, the Council conducted a thorough review of its activities related to public policy collaboration and the collaboration efforts of other Councils and organizations. The Council renewed its commitment and desire to promote and participate in collaborative efforts, and chose to explore other models that promote public policy collaboration that would also be effective in Texas. Other options may include nationally recognized best practices as well as models of change that reflect the current landscape and dynamics in the creation of effective public policy. The Council’s priority is achieving positive outcomes related to its mission statement, and believes that on-going collaboration with others in the arena of public policy is a legitimate way of doing this. At this time, funds are available to support specific activities that collaborative groups might wish to implement (such as Capital rally days, events to provide training and organizing at grassroots and/or local levels, conferences, legislative symposiums, etc.); however, the Council hopes to facilitate collaborative efforts that are not dependent upon Council funds in order for collaboration to happen.

To implement this decision, the Council will issue a Request for Proposals (RFP) that will allow organizations to propose any sustainable model they believe will best address the Council’s objective and primary requirements, as outlined below.

State Plan Goal and Objective:

Goal 10: People with developmental disabilities and family members will have the supports and services they need to be able to participate actively in their communities.

Objective 2: Collaborate, each year of the State Plan, with other agencies and organizations on an ongoing basis to develop and promote concrete policy alternatives and best practices to ensure that individuals and families can access and maintain self-directed community-based services and supports of their choice.

Expected Outcome(s):

TCDD will expand sustainable collaborative efforts around public policy issues that impact Texans with developmental disabilities and that assure the involvement of a diverse group of key stakeholder organizations, including organizations that have not traditionally collaborated with disability advocacy groups, as well as individuals. “Key organizations” will be those identified by the Council’s Public Policy Committee as stakeholders who have missions and philosophies that are not in opposition to those of the Council. The collaborative(s) would determine the issues to be addressed and the manner in which advocacy on those issues would be conducted.

Project Description:

TCDD may fund multiple projects to reach the outcome described in this Executive Summary, depending on the quality of proposals received in response to the RFP and the funds available at that time. For the purposes of this RFP, “collaboration” shall be defined as “organizations and/or individuals working together in a formal, sustainable manner; demonstrating mutual respect, mutual learning, and mutual accountability; sharing risks, resources, responsibility, and rewards; with a common goal.

The grant project(s) funded by TCDD will develop and support public policy collaboration activities that will be sustainable without TCDD funds within 5 years. Every collaboration(s) established or supported by TCDD must be “cross disability” and emphasize the inclusion of, representation by, and active participation of people with diverse developmental disabilities. In addition, the activities funded through this grant must address those things that are statewide issues and TCDD Public Policy Priorities.

All proposals must indicate how the outcome(s) of the project(s) would be measurable in a cost-effective manner. Examples of outcome measures TCDD believes would be measurable might include:

- The percentage of key organizations, including non-traditional and non-DD partners, which are part of particular state public policy collaboration.
- The percentage of identified hhs, transportation, housing, and education state policies, procedures, rules, or regulations that reflect Public Policy goals and identified needs, and/or the percentage that are changed to reflect input from the collaboration and/or TCDD.

- Of the key public policy-related documents (for example, legislative reports or bills) for which the public policy collaboration(s) draft formal recommendations, the percentage that reflect those recommendations.
- A demonstrated impact on existing or new policy programs and initiatives (for example, a change in hhs agency operations/policies, changes in state and local level policies and practices, etc.)
- An increase in the number of people with developmental disabilities and/or their families who receive information from, or provide information to, the collaboration(s); and/or the percent who
- have acted based on that information.
- Percentage of funds or resources needed to support the collaborative activities that are provided or generated by member organizations other than the DD Council.
- Number of organizations participating in public policy collaboration activities that represent people who are typically “unserved” or “underserved,” as defined in the DD Act Amendments of 2000.

Organizations submitting proposals must provide information regarding the strength and weakness of their proposed model. Although the Council is neither recommending nor expecting any one model in particular, the following examples are provided as “samples” of a few of the models that have been discussed thus far:

1. Forming collaborations on issue areas, a single issue or multiple, where none currently exist. (Note: In cases such as this when collaborative efforts are focuses on a single highly-specific issue, the collaborative would be considered “successful” and to have achieved sustainable change if the issues is resolved).
2. Forming a collaboration that addresses only a few key issues, as identified by the membership.
3. Establishing a means of providing core support for a state level disability coalition that is sustainable without DD Council funds and continues to be active when the grant is completed.
4. Creating a formal system or mechanism through which TCDD provides support to a number of advocates to work strategically as members of existing collaborative efforts that involve diverse groups who share an interest in a specific issue.
5. Creating opportunities for the “next generation” of disability advocates to “apprentice” so they may learn/apply/become engaged in public policy collaboration, training, and/or projects to gain hands on experience.

These four models are intended to serve as examples of possibilities only; TCDD neither encourages nor discourages organizations to use of any of these four in their proposals. Additionally, TCDD expects that a variety of different activities could be implemented through the use of any of these models. It will be up to the proposer and the collaboration(s) to develop suggested activities, with input from TCDD.

Proposed Funding Amount: TCDD could choose to budget a set amount or could request that applicants state the amount they would require to complete activities.

Proposed Duration: TCDD funding would be offered for up to five years.

Other Considerations for the Council’s Executive Committee:

1. In posting the RFP and application, the Council could include the question, “Would you accept a partial award?” and thus have the option to implement only parts of proposed projects.
2. Respondents should include an overview of the history of public policy change for people with disabilities that include lessons learned and what has been proven effective and why it may be applicable to Texas.
3. The Council may wish to consider having the proposers describe their activities (suggest perhaps “Advocacy Coordination” or “Advocacy Coalition”) and the associated rationale/expectations for such.
4. If the Council wishes to limit applicants to those with administrative offices in Texas, this would be best stated clearly in the RFP.
5. It would be easiest to compare “apples to apples” when grant proposals are received if TCDD states in the RFP how involved TCDD will be in the collaboration(s). The Council could choose one of several levels of engagement that may include the following:
 - a. The Council could plan to dictate the specific things for which collaborative efforts are supported.
 - b. The Council could choose to focus primarily on supporting people with developmental disabilities to collaborate with others and work on policy that interests/impacts them, with the requirement that they must advocate for things that are consistent with TCDD’s mission.
 - c. The Council could choose to go “all the way” towards self-determination and support collaboration/involvement as noted above, but without the constraint of “consistent with TCDD’s mission.”
 - d. The Council could choose to fund multiple types of activities. For example, TCDD could fund: one project that provides mentoring, TA, support, etc., to self-advocates and/or family members to collaborate with others on issues they choose; one project to provide supports for self-advocates and/or family members to participate in specific collaborative groups identified by the Council; one project to support and participate in a coalition of disability advocacy groups to work together to address issues identified by the coalition; and/or one project to support a specific coalition of many groups (including, *but not limited to*, disability advocates) to advocating for, a specific issue, such as affordable housing.
6. Organizations who respond to the RFP can submit recommendations about which organizations they believe would be “key organizations” and explain why. This might result in organizations with which we are not familiar and which may prove beneficial.
7. In keeping with the Council’s past desire that grants embrace technology and/or social media, the Council may wish to include a non-prescriptive prompt in the RFP, to this effect, such as, “*The Council is also interested in proposals that use new technology and media as part of a project strategy where appropriate.*”

8. If the Council seeks sustainability, they may wish to require increasing match each year, provide funding with either a bell-shaped formula (ie., smaller amounts the first year(s), the largest amount the middle year(s), and smaller amounts in the last year(s)) or reduce funding each year of the grant. The likelihood of achieving sustainability will also be impacted by the degree to which the Council is actively involved in and/or directs the project(s) activities.
9. There were additional comments from Council members included in the Facilitator's final document, but that were not specifically addressed in this Executive Summary.

Individual members felt that TCDD should:

- a. be careful that any change in the model/approach ensures that positive components of the existing model/approach are maintained and no ground is lost
- b. take more of a leadership in stating its expectations up front, regardless of the model chosen
- c. continue to work with the same people to implement the new direction
- d. focus on trust, public awareness, and practicality

Addendum: Council-Approved Outcome Measures for Focus Areas 1, 2, and 3
(Focus Area 4 Measures more appropriate as measures for TCDD’s overall work)

Focus Area 1: Collaboration—Organizations	
<i>Result/Outcome Desired</i>	Effective/improved collaborations, coordination, and support involving key Council-identified organizations as well as non-traditional organizations
<i>Outcome Measures</i>	<ul style="list-style-type: none"> • Percentage of key Council-identified organizations, including non-traditional and non-DD partners, that are part of particular state public policy collaborations • Percentage of state agencies aligning their programs and services to PPC goals and identified needs • Percentage of key PPC issues and goals successfully addressed through legislation or other means (e.g. funding levels, employment programs, priority services, attendant care pay rates and turnover, transportation access, low/slow Medicaid reimbursement rates, etc.) • Percentage of legislative and executive branch, community, business, and other Council-identified collaboration leaders indicating an awareness of key information (e.g. existence of the Council, priority issues, specific goals and proposals, etc.)
Focus Area 2: Inclusion—Individuals	
<i>Result/Outcome Desired</i>	Effective/improved inclusion, representation, and active participation of people with disabilities
<i>Outcome Measures</i>	<ul style="list-style-type: none"> • Percentage of people/families with developmental disabilities surveyed indicating awareness of key information (e.g. existence of the Council, rights/responsibilities, local service providers, etc.) • Percent increase in the number of people/families with developmental disabilities that have interacted with Council, obtained information, and acted on it
Focus Area 2: Sustainability	
Result/Outcome Desired	Deploy and maintain a Public Policy Collaboration model that is sustainable
Outcome Measures	<ul style="list-style-type: none"> • Percentage of collaborating organizations dedicating in-kind and other resources to PPC activities and/or • Dollar amount of in-kind and other resources dedicated by collaborating organizations to PPC activities

COUNCIL PROCEDURE 11. MEMBER TRAVEL EXPENSE REIMBURSEMENT POLICY**Proposed Revisions April 2010 – Draft 2.**

1. **General.** State statute authorizes Council members to receive reimbursement for "actual expenses incurred in performing their duties, including travel, meals, lodging, and telephone long distance charges" (112.015 HRC, V.T.C.A.). Separately, language in the state appropriations act also directs agencies to conserve funds by maximizing economy and efficiency when planning travel, and stipulates that travel reimbursements are for "necessary and reasonable expenses" ... "only when the purposes of the travel clearly involve official state business..." It is therefore the policy of the TCDD that:
 - a. Council members are encouraged to stay at the hotel where rates have been negotiated by staff, or at a hotel with comparable state government rates. When group rates have not been negotiated, members are eligible for lodging expenses that are reasonably comparable to "state government rates" in that location. Reimbursement for lodging for Council members may not exceed twice the maximum rate for state employees.
 - b. Council members shall be eligible for reimbursement for actual expenses for meals, but not more than twice the maximum rate for state employees. An overnight stay is not required for reimbursement for actual meal expenses.
 - c. Council members are expected to attend the majority of the event for which travel reimbursement is requested. If the member also conducts non-Council business while in the same location, it is expected that travel expenses will be allocated accordingly to Council and non-Council business.
 - d. Council members may receive reimbursement for reasonable and necessary personal assistance services, including attendants and respite care. Reimbursement for travel expenses for personal attendants is limited to the same amounts as would apply to the Council member.
2. **Travel Advance.** Council members may request a travel advance to avoid financial hardship due to Council related travel expenses.
3. **Exceptions.** Recognizing that individual circumstances may require exceptions to the expense limitations noted above, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
4. **Travel Events.** Reimbursement for travel expenses will be authorized in the following situations:
 - a. Travel expenses to attend Council and Committee meetings are authorized in advance and do not require prior approval of the Chair except as noted below.
 - b. Travel expenses are also authorized in advance to attend meetings on behalf of the Council, to speak or testify on behalf of the Council, or to otherwise act as a Council representative at the request of the Council Chair or the Executive Director.
 - c. Council members may request approval to attend a conference, workshop or other event related to the Council's business, including events coordinated by TCDD grantees with funds awarded by the Council. In general, approval will be limited to no more than one such event per year for each Council member. The requesting member must demonstrate the importance to the Council of the event in the justification on the travel request form. The requesting member is responsible to submit a travel request form in advance and submit for consideration by the Chair.
5. **Agency Representatives:** Members who are representatives of State Agencies (or their alternates) are eligible for reimbursement for travel expenses in the same manner as all other Council members

except that Council policy asks that their agency be responsible for travel expenses for the first Council or Committee meeting during the fiscal year. Otherwise, these guidelines are applicable to all Council members.

6. **Exceptions.**

- a. Council members are not eligible to receive reimbursement for travel expenses from TCDD funded stipends grantees.
- b. In general, Council members should not receive reimbursement from other TCDD funded grantees for travel expenses. Exceptions may be approved in advance by the Executive Director or Chair.

Approved by the Council August 1996
Revisions Approved April 2002
Revisions Approved May & August 2005

7. **Travel Guidelines and Reimbursement Procedures.**

- a. **State Contracted Travel Vendors.** State travel regulations require all persons traveling on state business, including Council members, to use the contracted state travel vendors and follow all state travel rules.
- b. **Air Transportation.**
 - i. TCDD staff will purchase airline tickets for Council members through a direct billing process. Please contact the TCDD Executive Assistant with the dates and times of travel so that she may make the appropriate arrangements. Confirmation will be e-mailed or faxed to the member.
 - ii. Even though airfare is charged directly, **airline receipts must be submitted** with a reimbursement request.
 - iii. First class airfare is not payable unless it is the only flight available to conduct Council business or is required as a reasonable accommodation.
 - iv. Cancellation charges are payable only if travel was canceled for a TCDD business-related reason.
 - v. If Council members depart from a location other than their home city and travel to conduct approved Council business, reimbursement is limited to the average coach airfare between their home city and destination or departure point and destination, whichever is less.
- c. **Lodging.**
 - i. Council members are **not** exempt from state, county, and local hotel/motel occupancy tax and will be reimbursed for these charges
 - ii. Original lodging **receipts** are required. If the receipt is lost, a copy of the receipt, a copy of the canceled check, a credit card slip or letter from the hotel/motel will be accepted as proof of payment. The receipt must include the following information:
 - Date(s) of travel
 - Name of traveler
 - Name of hotel/motel
 - Amount of lodging charge
 - Number of people occupying room

- d. **Meals. Receipts** are not required but meals should be itemized on back of travel expense record. Please note: reimbursement is not allowable for some items including liquor, tips, and entertainment.
- e. **Personally Owned Automobiles.** Members are entitled to be reimbursed for mileage incurred driving to meetings or to and from the airport, etc. Reimbursement may not exceed the actual number of miles traveled for business purposes and the current maximum mileage reimbursement rate. The number of miles allowable for reimbursement may not exceed the mileage for the most cost-effective reasonably safe route. And, the number of miles traveled may be determined by the vehicle's odometer reading or by an online mapping service such as mapquest.com

Mileage is also reimburseable for travel if someone transports the member to the airport and picks them up upon their return. In those instances, the roundtrip mileage is allowable for both trips so long as it is less than the cost of parking the Council member's car at the airport. Parking fees incurred while on official state business are also an allowable expense.

- f. **Rental Cars.** The use of rental cars by Council members **must be approved by the Council Chair in advance.** In most instances, taxi or limousine services should be used since they are more economical than rental cars for Council business activities. Rental cars are also direct billed per state contracts so must be coordinated by the TCDD Executive Assistant. A receipt is required for rental cars.
- g. **Public Transportation.** The original receipts are required for airfare, bus, or trains but not for inner-city bus, taxi, shuttle, mass transit, and limousine fares. An itemized list of all claims showing destination, date, and amounts of each trip for public transportation must be shown on the Travel Voucher.

In all instances, Council members are expected to use the most economical method of transportation, considering all relevant circumstances.

h. Personal Assistance Services.

- i. Council members with disabilities who require personal assistance services may pay and be reimbursed for fees and actual travel expenses of an attendant not to exceed the allowable travel expenses for Council members. Receipts for fees and all attendant travel expenses are required. Attendant services fees may not exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.
- ii. If assistance is obtained by the Council member, i.e., bell hop to aid with luggage, and monies are given in return for assistance, that amount may be claimed as an "attendant cost." A receipt is required.
- iii. Council members who require respite care services for a child with a disability during the time they are away from home are eligible for reimbursement of fees for such services **not to** exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required **for those hours** that are in addition to what the member would otherwise have paid during that time period. Receipts for respite services fees are required. Respite services fees may not exceed \$10 per hour for a 12 hour day and not more than \$35/night if an overnight stay is required without prior approval.

- iv. Reimbursements for personal assistance services may not supplant other sources of funds that would have reimbursed similar services during the same time period. Family members living in the same home as the member are generally not eligible for reimbursement for providing personal assistance services but are eligible for other travel expenses incurred when providing assistance to a council member. However, individuals who are a certified waiver provider for their family member may be reimbursed for those expenses.

Revisions Approved February 2007

- i. **Travel Advances.** Travel advances are available to assist Council members to avoid financial hardship due to Council related travel expenses. Prior approval is required. Requests for travel advances must be received by TCDD staff at least 15 workdays prior to the departure date of travel. Please contact the TCDD Executive Assistant for further information about travel advances.
- j. **Miscellaneous Expenses.** Other TCDD business related expenses such as telephone calls, postage and copying costs incurred while in travel status are also reimbursable and should be included on the travel expense record. If any of these expenses are incurred while not in travel status, please submit receipts separately and a purchase voucher will be prepared.
- k. **Individual Circumstances.** Recognizing that individual circumstances may require exceptions to the expense limitations noted, the Chair of the Council is authorized to make final determinations of "reasonable and necessary expenses" which are in excess of these amounts.
- l. **Processing of Travel Vouchers.** Once a completed Travel Expense Record is received by TCDD staff, it takes about 5-10 workdays to process in the TCDD office and the TEA Travel Section before a state warrant to be mailed to the Council member. Checks will be direct-deposited for Council members employed by a state agency unless instructed otherwise. All questions regarding processing of travel vouchers can be addressed to the TCDD Executive Assistant. Council members are asked to submit all travel expense information within 10 workdays of when the travel occurred. Reimbursement for expenses after vouchers are submitted require special approval.

**EXECUTIVE COMMITTEE MEETING
DRAFT MINUTES
FEBRUARY 10, 2010**

Wednesday, February 10, 2010

COMMITTEE MEMBERS PRESENT

Brenda Coleman Beattie,
Council Chair

Mary Durham
Cindy Johnston

Richard Tisch
Susan Vardell

STAFF MEMBERS PRESENT

Roger Webb,
Executive Director
Martha Cantu

Cynthia Ellison
Sonya Hosey
Angela Lello

Koren Vogel

COUNCIL MEMBER PRESENT

John Morris

CALL TO ORDER

The Executive Committee of the Texas Council for Developmental Disabilities convened on February 10, 2010, in the Omni E Room at the Omni Austin Southpark Hotel, 4140 Governor's Row, Austin, TX 78744. Council Chair Brenda Coleman-Beattie called the meeting to order at 3:30 PM.

I. INTRODUCTIONS

Committee members, staff and guests were introduced.

II. PUBLIC COMMENTS

No public comments were offered.

III. APPROVAL OF MINUTES

The Committee reviewed the minutes from the November 12, 2009, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the November 12, 2009, Executive Committee meeting as presented.

MADE BY: Mary Durham

SECOND: Rick Tisch

The motion **passed** unanimously.

IV. CHAIR'S REPORT

Chair Coleman-Beattie reviewed various items with the Committee including:

- Coleman-Beattie will be attending the Central Texas African American Family Support Conference and serve as the emcee as on Thursday. Council Vice-chair Mary Durham will chair the Committee of the Whole meeting.
- The Governor's appointments staff are looking for someone for the TCDD position formerly filled by Rene Requenez and are particularly interested in a self-advocate, possibly from the Rio Grande Valley. Members with recommendations are encouraged to provide names to the Chair or Executive Director Roger Webb.

- A condolence letter to the Requenez family from the Governor was shared with TCDD. The Governor's Office also expects a proclamation from the Governor recognizing Rene's service to Texans with disabilities.
- Council members Mary Faithfull (Advocacy, Inc.), Penny Seay (Center for Disability Studies) and Mike Benz (Center for Disability and Development) requested a meeting with Coleman-Beattie, Webb, and TCDD General Counsel George Noelke to discuss the Council's conflict of interest policy. That discussion clarified the point when members should remove themselves from Council discussions and abstain from voting on subjects that have the potential for future benefit (i.e., grant award). Webb reviewed a written clarification on this matter from Noelke that was provided to members prior to the meeting and included in meeting materials.
- Andy Crim replaced Rene Requenez as a member of the Nominating Committee and has supported Hunter Adkins as Committee Chair. The Committee will present nominations for Council Vice-Chair and the Consumer Delegate at Large to the Executive Committee at the Council meeting. Penny Seay, as the third member of the Committee, is not available to attend this quarter's meetings.
- A draft document, outlining outcome measures for future TCDD public policy activities, was developed from Council members' input at the November Committee of the Whole (C.O.W.) discussion by facilitator Ara Merjanian for the ad hoc workgroup discussion and the development of recommendations to the Council. The workgroup will present their recommendations to the C.O.W. Thursday.
- Committee members discussed matters related to providing support to Council members during meetings. Acknowledging that all members have different needs and different solutions to meet those needs, Council members will have a discussion during the Committee of the Whole on best methods to provide support for members.
- State Leadership has requested state agencies to develop proposals to reduce general revenue (GR) budgets by 5% for the current biennium. Although this does not apply to Council funds, TCDD wants to be sensitive to any statewide budget shortfall and carefully consider travel and other matters not vital to operations. Staff are also monitoring how GR reductions may impact Texans with disabilities.
- Coleman-Beattie discussed a recent meeting with newly appointed Department of Aging and Disabilities (DADS) Commissioner Chris Traylor, Coleman-Beattie, Webb and Public Policy Director Angela Lello. Traylor indicated that the DADS GR reduction will not include funds from Medicaid Waiver programs or from activities in response to the Department of Justice (DOJ) settlement regarding state supported living centers.

V. EXECUTIVE DIRECTOR'S REPORT

Executive Director Webb briefly discussed the TCDD planning calendar and indicated that the 2009 Program Performance Review (annual report) was submitted to the Administration on Developmental Disabilities by January 1 and accepted without questions.

Webb reported that Grants Management Director Patrice LeBlanc has selected Wendy Jones for the Grants Management Specialist. Wendy will begin February 16, 2010. Lello expects to finalize a selection for the Public Policy Specialist position shortly.

Webb and Senior Grants Management Specialist Sonya Hosey reviewed the Independent Audit Status Report and the Grants Monitoring Exceptions Report noting no concerns.

Hosey provided an update on the Knowbility employment project as requested by Committee members. She noted that the project feels it is best to cross-train employees to do both mystery shopping and PDF remediation, but has only trained and hired seven (7) individuals over a two year period compared to a target of twenty individuals for year 1 and an additional 5 individuals for year 2. Additionally, Knowbility has not received the anticipated Department of

Information Resources (DIR) PDF remediation contract and continues to explore partnerships by which to provide this service. Members expressed concerns regarding the lack of progress of this grantee, particularly the lack of contracts for PDF remediation.

Given the current economic situation and the recent request for state agencies to reduce expenditures during the current biennium, members felt it would likely be even more difficult to secure contracts quickly to meet the expected target for the number of individuals trained and hired during the current and final budget period. Members discussed options for early termination of project funding consistent with TCDD Policies. Webb indicated that TCDD Policies (Article X, Section K) allow the Executive Committee or Council to terminate grant funding prior to the end of the grant budget period if a grantee fails to comply with the terms of the grant, if anticipated outcomes or deliverables are no longer viable, or the original purposes for which funding was approved are no longer evidenced.

The Committee agreed to request the Executive Director provide Knowbility, Inc., a notice of intent to terminate funding for the Field Initiated Employment project effective June 30, 2010, for reasons including lack of progress, need for funding of other projects, and a decreased likelihood of the grantee securing contracts for this project due to state agency funding issues. The Committee will consider this matter during the May quarterly meeting.

Webb provided information on stipends grants applications that were approved during the quarter to:

- Texas State Independent Living Council for up to \$6,000 to for the 2010 Texas Statewide Independent Living Conference March 7-9, 2010, in Dallas.
- Southwest Chapter Autism Society of America for up to \$1,200 for the Applied Behavior Analysis in the Treatment of Autism Conference March 16, 2010, in El Paso.
- Easter Seals of Central Texas (DPC) for up to \$6,000 to for the 2010 Housing and Transportation Summit April 28-29, 2010, in Austin.

Webb discussed various upcoming events:

- NACDD will conduct a conference call on February 23, 2010, to consider proposed position statements. Members who wish to provide input may participate on the call.
- Disability Policy Seminar, April 12-14, 2010, in Washington, DC.
- ADD Technical Institute, June 24-25, 2010, in Arlington, VA.
- NACDD Fall Conference, September 2010, in Orlando, FL.

TCDD has received this year's federal allotment notice indicating a 1.4 percent (\$71,000) increase in funding for TCDD from last year. In addition, Webb has been asked to participate as part of a panel at the Institute of Internal Auditor's – Austin Chapter seminar later in February to provide information on TCDD's internal audit process.

VI. CONSIDERATION OF CONTINUATION GRANT AWARDS

Hosey and Grants Management Specialist Cynthia Ellison presented Executive Summaries for two projects eligible for an additional year of funding. (Attachment 1)

The Baylor College of Medicine Transition Medicine Project has garnered interest from other organizations that may provide funding for some components of this program.

MOTION: To approve continuation funding of up to \$100,000 to the Baylor College of Medicine for the third and final year of the Transition Medicine Program.

MADE BY: Mary Durham

SECOND: Susan Vardell

The motion **passed** unanimously.

The Community Healthcare Customized Self-Employment Project provides training, individualized self-employment plans and start-up funds for individuals with disabilities.

MOTION: To approve continuation funding of up to \$125,000 to Community Healthcare for year three of a five year Customized Self-Employment Project.

MADE BY: Rick Tisch

SECOND: Cindy Johnston

The motion **passed** unanimously.

VII. UNSOLICITED REQUEST FOR CONTINUATION – TIRR/ILRU ACCESSIBLE HOUSING PROJECT

The Executive Committee reviewed procedures for unsolicited requests for funding which provide for the Executive Committee reviews requests from current for funding for an additional period beyond the authorized project period. The TIRR/ILRU accessible housing project has requested \$199,622 for a one year extension of their Accessible New Housing Project (Attachment 1) TIRR/ILRU proposes to target builders of lower end homes to adopt the tenets of accessible housing, create outreach to offer a seal of approval to existing homes, develop a credited course for real estate professionals on visitability/accessibility, and teach students about visitability/accessibility.

Coleman-Beattie discussed availability of funds in relation to current Council priorities. Members also discussed current priorities related to housing, which include expanding the availability of affordable housing in the state and expressed concerns that this proposal does not address affordable housing for individuals with developmental disabilities.

Members also agreed that although this is a request from a current grantee, the activities proposed are not particularly an extension of current project activities. Proposed activities are mostly new ideas and while they may be purposeful, members agreed that the Project Development Committee should first discuss activities that are a priority for the Council to pursue. The Committee also agreed that once future housing activities are identified, The Council would likely agree to solicit competitive bids via a Request for Proposals for any new ideas. The committee agreed that at times, events external to a grant project could create unavoidable barriers that might justify consideration of an extension, or unexpected opportunities might also warrant consideration of an extension of project activities. However, neither of those situations relate to this request.

The Committee also asked staff to provide further clarification of revisions to current Council Procedures. The purpose of this clarification is to reflect the committee's discussion that new ideas from existing grantees should be considered as a new idea in a similar manner to new ideas reviewed by the Project Development Committee. The Committee will review the procedure at its next meeting.

MOTION: To not approve the request from TIRR/ILRU for extension of their funding past June 30, 2010, and to ask the Project Development Committee to consider housing issues and priorities for future projects.

MADE BY: Susan Vardell

SECOND: Rick Tisch

The motion **passed** unanimously.

VIII. AMENDMENTS TO TCDD POLICIES

Coleman-Beattie and Webb reviewed last quarter's discussion concerning amendments to TCDD Policies. This agenda item was deferred by the Council due to time constraints and has been rescheduled for the February meetings. The Executive Committee proposed a policy change allowing members to indicate what format they prefer for receiving notifications of policy amendments, allowing for electronic notification. Additional policy amendments are proposed from the Audit Committee.

MOTION: To recommend Council approval of an amendment to TCDD policies that states "Notice of the proposed amendment(s) must be provided to Council members at least ten (10) days prior to such action in either written or electronic (email) form in accordance with each Council member's preference".

MADE BY: Mary Durham

SECOND: Rick Tisch

The motion **passed** unanimously. (Attachment included in Council minutes.)

IX. REVISIONS TO TCDD TRAVEL PROCEDURES

Webb reviewed revisions to TCDD Travel Procedures that include changes consistent with state travel policies as well as a revision providing for the Council Chair to approve all Council member travel not related to Council meetings. Members also offered additional edits and clarifications.

MOTION: To accept the revisions to the TCDD Travel Procedures as discussed.

MADE BY: Susan Vardell

SECOND: Rick Tisch

The motion **passed** unanimously. (Attachment included in Council minutes.)

X. TCDD QUARTERLY FINANCIAL REPORT

TCDD Operations Director Martha Cantu reviewed with the Committee the final wrap-up of the FY09 (October 2008 to September 2009) operating expenses and noted that the remaining balance of \$102,000* will be transferred to funds available for grant projects. Cantu also reviewed the FY10 quarterly financial report and noted no exceptions or concerns. Members asked questions about funds available for travel and current expenditures and asked staff to add clarifying footnotes to the report when expenditures during a specific quarter are unusually high compared to that point in the budget cycle. For example, travel expenses for members and staff to attend the NACDD conference in New Mexico during the first quarter create the appearance that travel expenses are higher than budgeted at this point without such an explanation. Members and staff also discussed ways to improve savings by reducing printing costs if members receive materials electronically.

***Technical correction by TCDD staff, original draft noting \$372,000 was in error.**

XI. CONFLICT OF INTEREST DISCLOSURES

Committee members reviewed Conflict of Interest (COI) disclosure statements from members and staff with no noted concerns. Webb reviewed a disclosure from Hunter Adkins concerning her relationship with Easter Seals of Central Texas from her participation with their camp program. Members discussed the need for all Council members to review their COI statement annually and update accordingly as needed.

MOTION: To accept the Conflict of Interest disclosures as presented with the addition of information provided from Hunter Adkins.

MADE BY: Mary Durham

SECOND: Cindy Johnston

The motion **passed** unanimously.

X. OTHER UPDATES

Hosey provided an update on TCDD's RFP posting for a conference similar to the Central Texas African American Family Support Conference, noting that the RFP will be released 2/12/10 in conjunction with the current central Texas conference. That conference has focused on mental health issues in the African American community and TCDD hopes to replicate it in other parts of the state as part of the Council's focus on cultural competency within disability issues.

John Morris thanked Chair Coleman-Beattie and the Committee for allowing him to attend and provide input during the Executive Committee.

Members discussed the current meeting schedule and agreed that the current schedule of a Wednesday Executive Committee worked well for members. A mid-quarter meeting of the Executive Committee will also be scheduled for April.

XI. EXECUTIVE SESSION REGARDING PERSONNEL MATTERS

Committee members met in executive session to provide input for the annual appraisal of the Executive Director and took no action.

ADJOURN

Chair Coleman-Beattie adjourned the Council meeting at 6:58 PM.

Roger A. Webb
Secretary to the Council

Date

EXECUTIVE COMMITTEE CLOSED SESSION

Certified Agenda

Wednesday, February 10, 2010

COMMITTEE MEMBERS PRESENT: Brenda Coleman-Beattie, Chair, Mary Durham
Cindy Johnston, Rick Tisch, and Susan Vardell

STAFF PRESENT: Martha Cantu, Operations Director

CALL TO ORDER

Chair Coleman-Beattie announced that a quorum of the Committee was present and called the meeting to order at 6:30 PM on Wednesday, February 10, 2010. The Committee met in closed session pursuant to Texas Government Code Chapter 551, Section 551.074, to discuss matters involving personnel.

I. EXECUTIVE DIRECTOR ANNUAL APPRAISAL

Chair Coleman-Beattie discussed matters related to the annual performance appraisal of Executive Director Roger Webb with members of the Committee.

II. RECESS

Chair Coleman-Beattie announced the closed session was concluded at 6:50 PM Wednesday, February 10, 2010. No actions were taken.

Certified Agenda approved by the Committee:

Brenda Coleman-Beattie, Chair

Date

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 02/11/10**ITEM:** 1**Grantee:** Baylor College of Medicine**Year:** 3 of 3**Project Title:** Baylor Transition Medicine Program**Project Location:** Houston**TCDD RFP Intent:**

The primary goal of this project is to expand the Baylor Transition Medicine Clinic (TCM) to deliver a medical home, family centered services for patients, ages 14-25, with chronic childhood illnesses/disabilities who need assistance transitioning services from pediatric health care to adult health care. TCDD has approved funding of up to \$100,000 per year for up to 3 years.

Project Goals and Accomplishments for Year(s) 1 - 2:

Goal: The Transition Medicine Clinic of Baylor College of Medicine will provide medical home that includes comprehensive case management for adolescents/young adults with chronic childhood illnesses/disabilities that is culturally competent and socially inclusive who are transitioning over from the pediatric health care sector to the adult health care system.

Accomplishments per goal: The Transition Medicine Program continues to collaborate with the Texas Children's Hospital, St. Luke Episcopal Hospital, Shriner Hospital, the Arc of Texas, and adult service agencies. The project offered physician/social work consultative services to 485 patients transitioning from pediatric to adult healthcare; 289 people with disabilities, family members, community organizations, and health care providers received social work services for linkage to formal and informal community supports; and 38 health professional and community providers trained in Transition Medicine services (e.g. Texas Pediatric Neurological Society and the University of Chicago). Due to the interest in the project the Texas State Department of Health and Human Services – Leadership Education in Adolescent Training grant, provided funds to hire another physician and an adult primary care resident to work in the Baylor Transition Medicine Clinic; Philanthropic support of \$75,000 helped fund the salary of a registered nurse; and the Hearst Foundation provided another \$75,000 to fund physician salaries.

Proposed Goals and Objectives for Year 3:**Goal:** Same as above

Objectives: 1) The clinic will have health care students of varies disciplines who will become familiar with barriers/issues that adolescents/young adults encounter and; 2) Adolescents/young adults will be assisted by the clinical social worker in regards to transition issues.

Staff Recommendations: No concerns; recommend funding for this project.

Continuation Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1 (No consultants)	\$100,000	\$106,907	\$206,907
Amount expended in year 2 (Based on 10 months – no consultants)	\$83,330	\$189,090	\$272,420
Amount requested for next year budget:			
I. Personnel services	100,000	284,278	384,278
II. Travel	0	0	0
III. Purchased services	0	1,650	1,650
IV. Equipment/Supplies	0	0	0
V. Rental/Leasing	0	13,500	13,500
VI. Utilities	0	0	0
VII. Other	0	0	0
Budget period totals	\$ 100,000	\$200,428	\$399,428

Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities & Budget

Date: 2/11/10

ITEM: 2

Grantee: Community Healthcore (Sabine Valley Center)

Year: 3 of 5

Project Title: Customized Self-Employment

Project Location: Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur

TCDD RFP Intent:

TCDD intends to fund projects that demonstrate innovative activities that will systematically increase employment opportunities for people with developmental disabilities and develop strategies that will make these activities sustainable after grant funding has ended. The project will provide customized self-employment opportunities for individuals with disabilities by training them, their families, and local collaborating agencies in how to develop and implement an individualized self-employment plan. The process will include assistance in securing the necessary natural supports and funding for the self-employment endeavor. TCDD has approved funding of up to \$125,000 per year for up to 5 years.

Project Goals and Accomplishments for Year 2:

Goal: Assist individuals with disabilities to become successfully self-employed by educating them, their supports, and community partners through training, technical assistance and demonstration.

Accomplishments per goal: During year 2 the project expanded its training to Texarkana (Bowie County). There were a total of 77 individuals that attended 1 or more trainings and learned about self-employment. During year 2, the project assisted 11 individuals in with funding for their businesses which brings the total number of business to 15 for this project. The project also presented at the regional self-determination conference in September.

Proposed Goals and Objectives for Year 2:

Goal: Same as above

Objectives: The project will continue to provide awareness regarding the merits of self-employment for persons with disabilities, train participants that are seeking self-employment using the nationally recognized consultants, support potential business owners in establishing their own business, and establishing effective and sustainable funds for self-employment.

Staff Recommendations: No concerns; continued funding for this project is recommended.

Continuation Budget Detail Summary

	Federal	Match	Totals
Amount expended in year 1 (\$44,832 consultants)	\$100,877	\$18,834	\$119,711
Amount expended in year 2 (\$31,000 consultants) (based on 9 months)	\$86,575	\$29,847	\$116,422
Amount requested for next year budget:			
I. Personnel services	40,900	11,716	52,616
II. Travel	4754	1348	6102
III. Purchased services	64,760	14,900	79,660
IV. Property/Materials	780	0	780
V. Rental/Leasing	2811	5100	7911
VI. Utilities	1206	0	1206
VII. Other	0	0	0
Budget period totals	\$115,211	\$33,064	\$148,275

Texas Council for Developmental Disabilities
Executive Committee
Project Ending Request

Date: 02/10/10
Grantee: ILRU
Project Title: Accessible New Housing Project
Project Location: Houston

ITEM: 1
Year: Completing Year 5 of 5 as of 6-30-10

TCDD RFP Intent: *To establish either the EasyLiving Home^{cm} or a similar program that addresses the expected outcomes and meets the intent of the RFP to promote construction of first level accessible (visitable) homes, and fits the unique characteristics of Texas including the significant cultural and geographic differences.*

State Plan Goal and Objectives:

Goal 7: People with developmental disabilities can secure accessible, affordable, community Integrated housing in the communities in which they choose to live.

Objective 1: Collaborate with other organizations and agencies to increase the number of affordable, accessible, community-integrated housing units in Texas, by September 30, 2011.

Project Accomplishments (5 years):

Conducted 60 presentations and 20 training sessions; trained 2120 people in visitable housing; disseminated materials to over 2500 people; and, marketing outreach to millions of people (e.g., press releases, radio program, and web site and print ads). Recruited 34 member builders located in 19 counties in central and east Texas. Certified 46 homes with the price range of these homes ranging from \$130,000 to \$1 million.

Statement of need: Texas continues to need affordable, accessible housing, and for builders and developers of “lower-end” homes to participate in the “Accessible New Housing” program.

Activities Proposed for 1-Year Extension: Project will target lower end (homes ranging from \$50k to \$100k) builders and developers to adopt tenets of accessible housing. Create criteria and outreach to offer the seal of approval to existing homes. Develop and offer a credited course to Real Estate Professionals about visitability/accessibility. Teach students about aXess Homes and visitability.

Proposed outcomes: 12 builders/developers actively using accessible housing standards; outreach and certification of at least 25 low-income homes; create criteria and outreach to offer the seal of approval to at least 50 existing homes; partner with the Texas Association of Realtors (TAR) to offer a credited course to real estate professional; and, promote/teach visitability across Texas schools to elementary, secondary and high school students (potentially reaching a minimum of 213,270).

Duration of proposal: 12 months.

Areas: Statewide.

Public Policy Implications: TCDD's current public policy priorities include increasing the stock of affordable housing in Texas. This proposal does not address this policy issue in a substantive manner. Currently, the Texas Department of Housing and Community Affairs provides architectural barrier removal for homeowners and renters across the state. In addition, other local organizations such as public housing authorities and Independent Living Centers provide architectural barrier removal. Therefore, if a homeowner purchases an inaccessible home, there are programs available to make that home accessible. The more pressing policy problem in Housing is that people with disabilities are priced out of homeownership.

Budget Impact: TCDD funds are available; approving funds for this request would not impact the priorities for funding other activities already approved.

Staff comments/Observations: The project has met the intent of the Council's original RFP to develop a certification program that specifies first level accessible criteria in new home construction. The EasyLiving Georgia program ended and notified Texas to terminate all state affiliations and no longer use the EasyLiving name. The Texas project refocused, renamed itself, and created new promotional tools that give the project potential to be more inclusive, such as certifying low-income and existing homes (that was not permissible under the previous project). Although the proposed activities would likely increase outreach efforts, increase name recognition, and develop new partnerships; TCDD staff do not believe the proposed activities will have a significant impact on the proposed outcomes or increase the probability of sustaining the project.

Budget Detail Summary			
	Federal	Match	Totals
Amount expended in year 1	198,500	79,244	277,744
Amount expended in year 2	199,622	83,955	283,577
Amount expended in year 3	199,621	86,659	286,280
Amount expended in year 4	199,622	94,999	294,621
Amount expended in year 5	199,622	90,386	290,008
Total budget for 6/1/05 – 5/31/10	996,987	435,243	1,432,230

Extension Period through May 2011	
Total budget requested for additional 12 month (6/1/20 – 5/31/11)	199,622